



Job Description  
Minimum Wage: \$8.05/hr.

### **Childcare Attendant (Part-time)**

**DEFINITION:** Under direction from the Fitness Center Supervisor, the Recreation Center Program Supervisor and the Recreation Manager, the childcare attendant will care for children between the ages of 2 and 6. Will be responsible for interacting with and maintaining open communication lines with patrons who are using the childcare facility. May perform other duties as assigned.

**CLASSIFICATION:** This is a part-time, hourly position with no benefits.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this classification.

#### **TASKS:**

- Prepare and have ready craft materials each day.
- Maintain and keep facilities clean.
- Disinfect tables/equipment daily.
- Support CRC policies.
- Maintain and update all required certifications.
- Act responsibly and professionally at all time while representing CRC.
- Attend staff meetings, training and orientation required by your supervisor.
- Have a complete working knowledge of your position.
- Provide support to other employees, willingly assist fellow staff/supervisor if asked and when able, and provide feedback to your supervisor.
- Welcome patrons as they enter the facility.
- Keep conversations with patrons at a professional level.
- Inform supervisor immediately of any emergency situation.

**HOURS:** Must be able to work split shifts, weekdays, weekends and/or evenings as assigned.